

# Job Opportunity Bulletin

Post Date: May 24, 2017

## STAFF SERVICES MANAGER I

Salary Range: \$5,470 - \$6,796  
Permanent, Full-Time

**FINAL FILING DATE: JUNE 8, 2017**

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The Staff Services Manager I (SSM I) acts as the Assistant Chief for the Rates and Fiscal Support Section's Rates unit. The SSM I serves as the first-line supervisor for Rates unit staff. The successful candidate must provide technical guidance related to implementation of the Title 17 regulations governing vendorization and rate-setting for non-residential service providers; and work with the Chief of the Rates and Fiscal Support Section in responding to appeals for vendorization and rate disputes from the non-residential service provider community.

For complete duties, please see the duty statement on the following page.

### DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of the California developmental disabilities system.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Excellent oral and written communication and interpersonal skills.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority.

Please include on your application the **position #473-471-4800-101** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification. If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.

If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:  
Position #: **473-471-4800-101**  
Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be  
screened and only the most  
qualified will be interviewed.

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784  
Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION  
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT  
FEDERAL OPERATIONS BRANCH  
RATES & FISCAL SUPPORT SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Staff Services Manager I

**POSITION #:** 473-471-4800-101

**POSITION DESCRIPTION:** The Staff Services Manager I (SSM I) acts as the Assistant Chief for the Rates and Fiscal Support Section's Rates unit. The SSM I serves as the first-line supervisor for Rates unit staff. The successful candidate must provide technical guidance related to implementation of the Title 17 regulations governing vendorization and rate-setting for non-residential service providers; and work with the Chief of the Rates and Fiscal Support Section in responding to appeals for vendorization and rate disputes from the non-residential service provider community. The position also assists in directing the implementation of rate actions established through statute, regulation, or policy.

**SUPERVISION EXERCISED:** Supervises the analysts of the Rates Unit.

**SUPERVISION RECEIVED:** Reports to and receives direction from the Chief, Rates and Fiscal Support Section (SSM II).

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Coordinate meetings and activities of the unit staff; provide technical assistance and guidance relative to statutes, laws, and regulations governing the section's activities in rates and vendorization. Assist in the development of regulatory updates and changes.
- 20% Coordinate the efforts of unit staff to ensure regulatory compliance in the processing of rate adjustments occurring from changes in law or regulation.
- 10% Monitor the maintenance of the vendor management data system. Provide oversight and input on the ongoing development of phased additions to the system.
- 10% Provide ongoing technical assistance to regional centers, vendors, and Department of Developmental Services (Department) staff in matters relating to the unit's objectives.
- 10% Oversee the analysis of statewide service rates. Provide input and guidance in the presentation of analysis results to Department management. Conduct training for Department staff, regional center staff, vendors, and stakeholders, as necessary, on changes and updates to policies and procedures.
- 10% Present to management any policy or regulatory issues associated with projects and provide ongoing status reports. Collect and analyze data for the Department's budget estimate. Prepare reports as necessary.

Marginal Job Functions:

10% Supervises and/or performs specialize analytical assignments and or confidential assignments in support of the functions of the Division.

**WORKING CONDITIONS:** Work is performed in an open-spaced, partitioned cubicle located in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment. Office space may be noisy with telephone and meetings held simultaneously in a high-pressure fast-paced environment, under time critical deadlines. Many job functions are performed while working on a personal computer approximately 60% of total office time. Requires sitting for extended periods of time while reviewing and/or preparing documents.

**DESIRABLE QUALIFICATIONS:**

Knowledge of the principles, practices, and trends of public and business administration, including management and supportive staff services; employee supervision; formal and informal aspects of the legislative process; the administration and Department's goals and policies; and governmental function at the state and local level.

Able to reason logically and creatively and use a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing, including using various computer software to present datum, including graphs and charts; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; develop and maintain the cooperative and harmonious relationships with department, regional center and developmental center administrators, peers, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; and establish and maintain project priorities. Organize and prioritize workload to meet demands in a fast-paced work environment; demonstrate excellent leadership qualities, with the ability to develop, mentor, and motivate staff.

**CERTIFICATION OR LICENSE:** None.